

Department of Toxic Substances Control
Position Duty Statement



Classification Title Senior Hazardous Substances Engineer	Department Toxic Substances Control
Working Title N/A	Office/Unit/Section/Geographic Location Site Mitigation and Restoration Program/Eng & Special Projects/Cypress
Position Number 810-544-3725-001	Effective Date

General Statement: Under the general direction of a Supervising Hazardous Substances Engineer I (Sup HSE) in the Engineering and Special Projects Office (ESPO) of the Site Mitigation and Restoration Program (SMRP), the Senior Hazardous Substances Engineer (Sr. HSE) will review and comment on technical documents prepared by others, directing, overseeing, or reviewing the work done by contractors, and independently conducting specific projects. Specific duties include, but are not limited to:

A. Specific Activities: Essential (E) / Marginal (M) Functions

70% (E) Consultative Services

Provides expert engineering consultative services to the Department of Toxic Substances Control (DTSC) project managers on the most complex and controversial sites. Independently directs or evaluates technology screening or selection, feasibility studies, lab or field treatability testing, design/construction of remedial actions, vapor mitigation systems, operation and maintenance of treatment facilities and cost estimation. This includes: reviewing workplans, reports, or designs documents prepared by others and providing written or verbal recommendations and comments on the scope, procedures, equipment, conclusions, changes or additional work needed and provide field oversight. Oversees the preparation of technical specifications for contracts and assisting in contractor selection for a given project. Review contractor performance, recommends approval for field change orders and work orders, and reviews invoices. Uses existing computer software to evaluate site investigation data, model groundwater or vapor flow, design of treatment systems, process evaluations, estimate costs and schedule projects. At the request of senior management, serves as resident engineer and/or as a project manager for high priority brownfields cleanup sites; the percentage of this function may be adjusted based on the needs of the special assignment.

Effectively plans, organizes, controls, coordinates and completes complex hazardous substance cleanup projects that require extensive coordination, and effectively works with multiple programs and agencies to achieve DTSC's mission and objectives. The incumbent also provides staff with engineering and regulatory expertise in the evaluation of hazardous substance release sites under the cleanup process applicable to each site, which may be the CERCLA process, RCRA or State corrective action process, or one of the processes under the California Health and Safety Code.

10% (E) Research and Review

Provides technical assistance to the SMRP management and staff in planning, coordinating and implementing the most complex or sensitive projects. Independently conducts in-depth industry and regulatory research to develop strategies that address specific cleanup practices that may be politically sensitive and where the consequences of error associated with an incorrect analysis has the potential to adversely affect public health and/or the environment. Prepares and presents clear and concise presentations to management concerning the findings and the implications associated with hazardous substance release sites' practices. Performs technical review of site activities with project managers to assure quality and consistency in investigative techniques and cleanups. Assists staff in the development and preparation of environmental analysis documents for compliance with the California Environment Quality Act.

5% **(E) Technical Oversight and Mentoring**

Oversees the technical work of engineers within the unit. Coordinates technical activities with others within the Department to ensure consistent approaches and methodologies are used. Peer review documents prepared by ESPO staff. Provides staff training and mentorship in the site mitigation process, procedures and regulatory requirements. Assists management with resolving internal DTSC conflicts and to remove barriers to ensure success. Develops new procedures and/or makes policy recommendations necessary to effectively implement the SMRP.

5% **(E) Regulation and Policy**

Develops and provides engineering and regulatory input to SMRP management on site mitigation practices, policy and procedures, program focus areas, technical protocols, guidance documents and regulations. This may include preparing documents, participating in public workshops, responding to comments, interacting with industry, environmental groups and other governmental agencies, development of testing protocols for technology evaluations, and advising program management.

5% **(E) Administrative Duties**

Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date. Conducts meetings with state, local, federal and internal experts to obtain information necessary to prepare recommendations and concepts for policies, procedures and standards.

5% **(M) Program Coordination**

Coordinates with other programs in DTSC to maintain priority on site mitigation activities. When required, conduct or act as lead for team-based assignments. This includes coordinating ongoing work with other team members; providing information, work products, and decisions in a timely manner; and participating in team based decision-making.

B. Supervision Received

The Sr. HSE reports directly to, and receives a majority of assignments from, the Sup HSE; however, direction and assignments may also come from the Branch Chief and Division Chiefs.

C. Supervision Exercised

NONE

D. Administrative Responsibility for Supervisors and Managers

NONE

E. Personal Contacts

This position will have daily contact with DTSC staff, state and federal agencies, local government representatives, and the public either in person, via email/telephone, or video conferencing.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in not meeting executive and branch deadlines, resulting in potential negative fiscal and public relations impacts, and potential risk to the public health and the environment.

G. Functional Requirements

Occasional overnight travel required; teleworking and works in a cubicle environment in a multi-story building using a variety of office equipment, e.g., computers, copiers, etc.

H. Other Information

Conduct fieldwork oversight and work outdoors in rough and uneven terrain. There is a potential for exposure to toxic and/or hazardous materials and working in close proximity to heavy equipment and loud noises. Individually able to transport up to 20 pounds. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR, and defensive driving. Plans and manages a workload consisting of multiple assignments on projects with sometimes conflicting deadlines to ensure all assignments are completed on time and within budget. Attends meetings, hearings, and works with staff statewide to complete projects and work assignments on a weekly, monthly or bi-monthly basis depending upon complexity of project or work assignment. This position also handles sensitive and confidential materials/matters. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC.

I. DTSC's Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Signature

Date

Printed Name

Revision Date: Approved 3/28/2014 AA